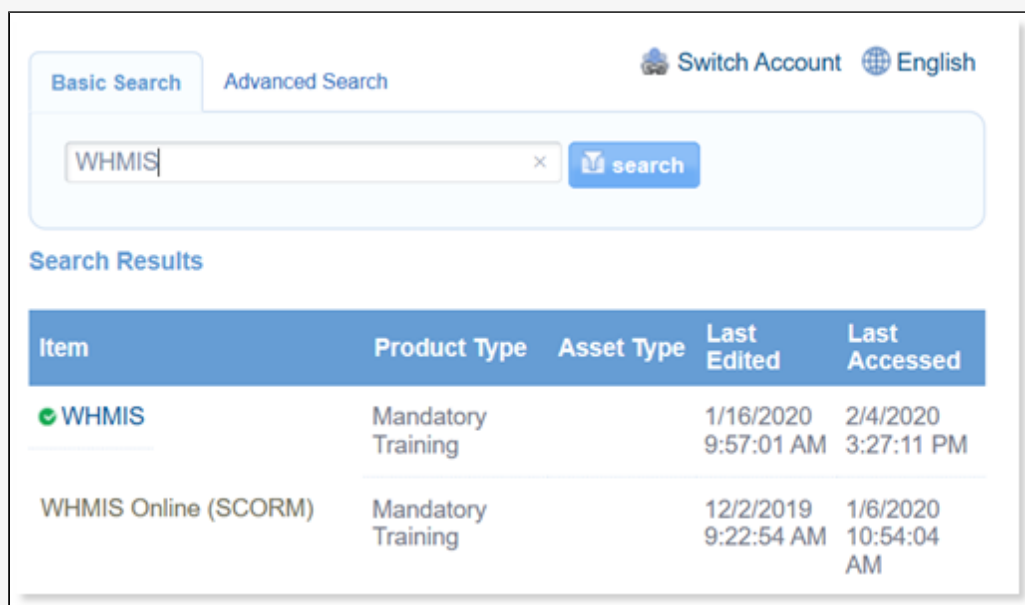


Search

Some systems will have the option to toggle from a Basic to an Advanced Search. Search highlights the term you entered to assist in identifying your results.

1. Select **Search** from the top of the page.
2. Enter a term to find any course or other learning materials you are enrolled to.
3. Select a search result. The search results are links that to go directly to the item.

An example of Basic Search.



The screenshot displays a web interface for a Basic Search. At the top, there are tabs for 'Basic Search' (selected) and 'Advanced Search'. To the right of the tabs are links for 'Switch Account' and 'English'. Below the tabs is a search input field containing the text 'WHMIS' and a blue 'search' button. Underneath the search bar, the heading 'Search Results' is followed by a table with five columns: 'Item', 'Product Type', 'Asset Type', 'Last Edited', and 'Last Accessed'.

Item	Product Type	Asset Type	Last Edited	Last Accessed
WHMIS	Mandatory Training		1/16/2020 9:57:01 AM	2/4/2020 3:27:11 PM
WHMIS Online (SCORM)	Mandatory Training		12/2/2019 9:22:54 AM	1/6/2020 10:54:04 AM

Advanced Search

Advanced Search includes filters to help you narrow down the results.

1. Select one or more filters from the **Add Filters** list.
2. Enter or select criteria for each filter that you selected.
3. Use the x next to an added filter to remove it.

4. Select the **Search** button.
5. Select **Reset** to clear all filters.

An example of advanced search using four of the available filters.

The screenshot displays the 'Advanced Search' interface. At the top, there are two tabs: 'Basic Search' and 'Advanced Search'. To the right of the tabs are links for 'Switch Account' and 'English'. The main search area contains four filter rows, each with a label and a text input field. The labels are 'Product Name', 'Asset Content', 'Product Name', and 'Asset Content'. Each input field has a red 'X' icon to its right. To the right of the search area is a panel titled 'Add Search Filters' which lists six available filters: 'Product Name', 'Asset Name', 'Product Type', 'Asset Type', 'Category', and 'Product Content'. At the bottom of the search area are two buttons: 'search' and 'reset'.

Advanced Search Filter Options

Advanced search filters include:

- Product Name
- Product Introduction
- Product Type (drop-down listing types)
- Asset Name
- Asset Content
- Asset Type
- Date Created Date Range (Not Visible to Participant Account Types)

- Date Edited Date Range
- Last Accessed Date Range (Not Visible to Participant Account Types or Site Manager Account Types)